



NASA Financial Management Manual

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FMM 9730 TRANSPORTATION AND RELATED EXPENSES

FMM 9731 TRAVEL BY AIRCRAFT, BUS, TRAIN, OR VESSEL

9731-1 GENERAL

This section cites those transportation expenses which NASA may pay either directly or by reimbursement including fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer, official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; staterooms on steamers; and other expenses set forth in this chapter.

9731-2 ROUTING OF TRAVEL

All travel must be by a usually traveled route. Travel by toll roads, commonly used between the points involved, will be considered as travel by a usually traveled route.

9731-3 INDIRECT ROUTE OR INTERRUPTED TRAVEL

- a. **COMMON CARRIER TRAVEL.** The excess cost of common carrier travel by an indirect route or of interrupted travel for the convenience of the traveler which is greater than the cost of direct travel will be borne by the individual. Reimbursement for expenses shall be based only on such charges as would have been incurred by the use of a usually traveled route. When transportation requests are used, they will be issued only for that portion of the expense properly chargeable to the Government. The traveler will pay the additional expense to the carrier including the related Federal transportation tax.
- b. **PRIVATELY-OWNED VEHICLE.** The traveler shall bear the cost of any extra expenses when using privately owned vehicle on a personal preference basis, by an indirect route or of interrupted travel for personal convenience. Maximum reimbursement for mileage shall not exceed the cost of direct routing computed in accordance with FMM 9733-8b.



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9731-4 SAME MODE OF TRANSPORTATION - DIFFERENT RATES

When two or more common carriers (land, air, or sea) furnishing the same mode of travel charge different rates between the same points, for the same type of accommodations, the carrier charging the lower rate will be used to the maximum extent possible, unless such use would conflict with the instructions in FMM 9731-16 concerning travel by American ships. The following are other reasons when the use of the lowest carrier would not be advisable.

- a. When per diem and other costs increase and the result to the Government would not be feasible by using the lower carrier.
- b. The routing of the carrier charging the lower rate would not meet the traveler's requirements for making official stops between the points involved.
- c. The use of the carrier charging the higher rate will permit the traveler to carry out the assigned mission adequately, without the inconvenience resulting from such factors as longer travel time or additional transfers between terminals, trains, boats, or planes.

9731-5 MODES OF TRANSPORTATION

- a. **GENERAL.** Transportation for official travel includes railroads, airlines, helicopter service, ships, buses, streetcars, subway, taxicabs, Government-owned and leased automobiles and airplanes, privately-owned and rented automobiles and airplanes, and other necessary means of conveyance. Although the wishes of the traveler to use a privately-owned vehicle as a matter of personal preference will be given consideration when such use is compatible with the performance of official travel, the authorizing official will be responsible for determining the mode of transportation. The authorized mode of transportation may be determined by the official authorizing the travel or by other officials in an organization who have been assigned this responsibility. The exercise of these responsibilities shall be within the requirements of the NASA Travel Regulations.
- b. **SELECTING MODE OF TRANSPORTATION.** Travel on official business shall be by the mode of transportation which will result in the greatest advantage to NASA; when cost and other factors are considered. In selecting the mode of transportation, authorizing officials should consider energy conservation and total cost to NASA. Costs included are per diem, overtime, and lost work time, as well as actual transportation costs. Authorizing officials will keep in mind the provisions of 5 U.S.C. 5733 which require that official travel shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the traveler. Accordingly, the determination as to the appropriate mode of transportation to be authorized will be based on the following factors:



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- (1) Urgency and purpose of travel and ability of each mode of transportation to provide necessary service to meet mission requirements;
- (2) Amount of baggage or working equipment that must accompany the traveler;
- (3) Savings in the traveler's productive time (workdays only);
- (4) Availability of adequate accommodations;
- (5) Any special facilities or schedule which will aid in maintenance of necessary security, when applicable.

Additional factors to be considered are the total distance of travel, the number of locations visited, and the number of travelers.

- c. **PROMOTIONAL MATERIALS RECEIVED IN CONJUNCTION WITH OFFICIAL TRAVEL FROM COMMON CARRIERS, RENTAL CAR COMPANIES, OR OTHER COMMERCIAL SOURCES.** Employees are obligated to account for any gift, gratuity, or benefit received from private sources incident to the performance of official business (Comp. Gen. Decision B-199656, July 15, 1981). All promotional materials (e.g., bonus flights, reduced-fare coupons, cash, merchandise, gifts, credits toward future free or reduced costs of services or goods, etc.) received by employees in conjunction with official travel or incident to the purchase of a ticket for official travel, or other services such as car rental, are due the Government and may not be retained by the employee. When an employee receives promotional material from any commercial source incident to official travel, the employee shall accept the material on behalf of the Federal Government and relinquish it to an appropriately designated NASA management official. The governing regulations regarding agency disposition of promotional material received by Federal employees are prescribed by the Administration of General Services in 41 CFR 101-25.103-2. See paragraph d, below.

d. **FREQUENT TRAVELER PROGRAMS**

- (1) Frequent travel benefits earned in connection with official travel, such as mileage credits, points, etc., may be used only for official travel. Employees may not retain and use such benefits for personal travel. The Comptroller General has ruled that a frequent traveler benefit is the property of the Government if any part of it is earned through official travel. Employees should maintain separate frequent traveler accounts for official and personal travel.
- (2) Agencies should encourage employees who travel frequently to participate in various frequent traveler programs offered by airlines, hotels, and car rental vendors. Employees may be reimbursed for the cost to enter certain frequent traveler programs when entering the program is expected to result in a savings to the Government. Reimbursement for the cost to enter the program may not exceed the expected amount of the savings.



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- (3) To the maximum extent practicable, overall travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. For upgrades to premium class accommodations, see FMM 9731-8c(7).
- (4) Use of mandatory or preferred vendors, such as contract air and rail carriers, lowest cost car rental companies, etc., shall be observed fully without regard to whether such vendors offer frequent traveler programs. No deviations from mandatory or preferred use requirements will be permitted solely for the purpose of accumulating frequent traveler benefits.

e. **PRESUMPTIONS AS TO MOST ADVANTAGEOUS METHOD OF TRANSPORTATION**

- (1) **Common Carrier.** Since travel by common carrier will generally result in the most efficient use of energy resources and in the least costly and most expeditious performance of travel, this method will be authorized by NASA in accordance with FMM 9731-6 and 9731-7. In cases when the circumstances involved make travel by Government-owned vehicle, privately-owned conveyance, or special conveyance, preferred for reasons of cost, efficiency, or work requirements that mode will be authorized. The advantages which may result from common carrier transportation must be fully considered by the authorizing official before they determine that some other method of transportation should be authorized.
- (2) **Determination of Advantage to the Government.** It has been determined that use of the National Railroad Passenger Corporation (AMTRAK) Metroliner coach service in the Northeast Corridor between Washington, DC, and New York, New York, including intermediate points, is advantageous to the Government. Therefore, the Metroliner coach service shall be used for all travel between the points listed above except as provided in (3) and (4) below. (See paragraph FMM 9731-15d for use of official Federal travel discount fare on metroliner coach service.)
- (3) **Use of Conventional (Regular) Rail Service and Bus Service Instead of Metroliner Coach Service.** Conventional (regular) rail service or bus service in the Northeast Corridor between Washington, DC, and New York, New York, and intermediate points, may be used when determined by the authorizing official to be advantageous to the Government. The factors to be considered when making this determination shall be the cost, the use of energy and the compatibility with the official travel schedule.



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- (4) **Use of Air Service Instead of Metroliner Coach Service.** The authorizing official may authorize the use of air service instead of the discounted Metroliner coach service in the Northeast Corridor when justified under circumstances listed below. Advance authorization and the justification for the use of air service under these provisions shall be shown on travel authorization, prior to the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. When this occurs, the employee shall obtain written approval from the authorizing official at the earliest possible time after the travel is completed. The reasons for the approval shall be stated on the travel voucher. In the absence of specific authorization or approval stated on the travel authorization or travel voucher, the employee shall be responsible for any additional cost resulting from the use of air service. The additional costs shall be the difference between the air service used and the discount fare which AMTRAK would otherwise have charged the Government. Justifications for the use of air service are limited to the following circumstances:
- (a) The travel assignment requires round-trip travel within the Northeast Corridor during one calendar day, and the use of the Metroliner is not advantageous when the factors in FMM 9731-4b are applied.
 - (b) Space is not available on Metroliner coach service or is available too late to accomplish the purpose of the official travel, and the travel is so urgent it cannot be postponed.
 - (c) Air service is required for security purposes or because of exceptional circumstances prescribed by the agency, or if air service is essential to the successful performance of an agency's mission;
 - (d) Air service is more advantageous to the Government as determined by a comparison made on an individual case basis of the total cost to the Government (including costs of actual transportation, subsistence, allowable overtime, lost productive time, etc.) of air service versus Metroliner coach service; and
 - (e) The use of train service would cause undue hardship to an employee who is handicapped or physically impaired.
- (5) **Other Methods of Transportation.** The presumptions and conditions related to other methods of transportation are contained in FMM 9733-2 covering Government-owned conveyance and FMM 9733-6 covering privately-owned conveyance.



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9731-6 TRAVEL BY COMMON CARRIER

- a. **GENERAL.** NASA travelers are entitled to commercial common carrier transportation for domestic and international travel on official business, which meet reasonable and adequate quality standards for convenience, safety, and comfort. When travel is to be accomplished by this mode, NASA travelers shall use coach-class or equivalent accommodations. Premium-class air accommodations such as business or first-class or equivalent accommodations may be used in accordance with the authorizing procedures specified in FMM 9731-7. Commercial transportation and accommodations will be procured in accordance with these regulations.
- b. **SPECIAL TICKETS.** Through fares, commuter fares, excursion and reduced rate round-trip fares shall be utilized for official travel when it can be determined prior to the start of a trip that such type of service is economical and practical to the Government. Except as provided in FMM 9731-6g when common carriers furnish the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service shall be used unless use of a higher cost service is administratively determined to be more advantageous to the Government. Round-trip tickets shall be purchased when, it is known or can be reasonably anticipated that such tickets shall be utilized.
- c. **EXTRA-FARE TRAINS AND PLANES.** Travel by extra-fare trains or planes (including premium-class fare on jet planes regardless of whether a part of the fare is designated as a surcharge) may be authorized or approved whenever the use of such facilities is determined to be more advantageous to the Government. If transportation requests are used for travel on extra-fare trains or planes and such mode of travel is not authorized in the travel orders or subsequently approved as advantageous to the Government, excess cost over regular fare will be collected from the traveler.
- d. **SECURITY ACCOMMODATIONS.** The use of a compartment or other such accommodations (including extra ticket costs) may be authorized when necessary for the purpose of security. In case of an emergency, use of such accommodations may be subsequently approved.
- e. **AIRLINE SECURITY SURCHARGE.** The current imposed surcharge by the airlines is an allowable expense as part of the transportation cost.
- f. **AIRLINE SERVICE CHARGE.** When an airline charges for prepaid tickets it will issue a Miscellaneous Charge Order (MCO) to cover these charges. This service charge by the airlines is an allowable expense and should be treated as a part of the transportation cost. This service charge is not included as a part of the regular ticket charges.



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g. USE OF CONTRACT AIRLINE SERVICE BETWEEN SELECTED CITY-PAIRS

- (1) GSA has entered into contracts with carriers to provide air passenger transportation service for official Government travel at reduced rates. Listings of available city-pair routes, contract fares, and carrier reservation telephone numbers are provided in the Federal Travel Directory published monthly by GSA.
- (2) Use of contract services to designated "city-pairs" is mandatory for all NASA personnel except in the instances listed in (a) through (c) below. Cost reimbursable contractors performing travel for NASA are exempt but are authorized and encouraged to obtain contract services when it is acceptable to the contract airline.

Exceptions to mandatory use is authorized in the following instances:

- (a) Airline seating capacity on any scheduled contract flight was not available in sufficient time to accomplish the purpose of the travel.
- (b) The scheduled flight of the contract carrier is not compatible with NASA policies regarding travel during regularly scheduled workhours.
- (c) A cost comparison substantiates that the sum of the contract fare and such cost factors as ground transportation, lost of productive time, allowable overtime, and additional overnight lodging exceeds the total cost of the lowest unrestricted coach fare; (Standard jet coach fare "Y" or equivalent class of service), plus the same cost factors as may be associated with that fare.

NOTE: When comparing transportation costs, promotional fares such as super saver or restricted fares such as YDG, MDG, or the equivalent will not be used. Comparison will be made using a non contract airline standard coach fare or its equivalent that is available to the general public.

(3) Authorization of Use of Non-Contract Air Service

- (a) When it is determined that official travel between designated "city-pairs" will be performed using a non-contract airline, it must be authorized in block 16 of NASA Form 372, Travel Request and Authorization, by the authorizing official. Travel by common carrier will be governed by FMM 9731-6a and 9731-6b.
- (b) When the circumstances of the travel make it necessary to use non-contract air service, post approval is required. The only allowable exceptions are stated in subparagraph g(2), above, and also apply to travel performed outside of the itinerary originally authorized on the NASA Form 372, NASA Travel Request and Authorization.



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(4) Contractor Obligation and Airline Schedules

- (a) The contract carrier shall not be required to furnish services if, at the time of the request for services, the scheduled aircraft is fully booked. Nor is the contractor required to furnish an additional aircraft to satisfy the transportation requirement.
- (b) The contractor will provide the official Government traveler with the same services, including meals, as provided to its commercial passengers in scheduled jet coach service. These services are subject to the rules and procedures in the air carrier's tariff.
- (c) The carrier will make reservations for Government travelers on the same basis as for regular coach service travelers. The carrier shall not in any manner discriminate in favor of a commercial traveler.
- (d) The contract air class service designation usually "YCA" (unrestricted contract fare) or MCA (restricted) will be shown on all SF's 1169 (GTR's) and airline tickets.

(5) Procedures for Obtaining Service

- (a) Reservations must be made and tickets for airline service including contract air service obtained through the NASA travel service contractor serving the Installation. The travel service contractor is required to reserve and provide tickets using contract air service in all circumstances where such service is available to satisfy the travel requirements. All exceptions to mandatory usage shall be authorized in block 16 of the NASA Form 372 authorizing the travel. A listing of contract air service is published monthly by GSA in the Federal Travel Directory. This publication will also be helpful in selecting the best flight.
 - 1 NASA shall request reservations from the carrier offering the lowest contract fare. If that carrier cannot provide the required service, the carrier offering the next higher fare in progressive order shall be used.
 - 2 Payment for contract air service will be by issuance of Standard Form 1169, U.S. Government Transportation Request when use of Government-issued Charge Cards are not feasible and non use is approved by the applicable Financial Management Office.
 - 3 Payments for contract air service may be made by using a GSA contractor-issued charge card (currently the Diners Club Charge Card).
 - 4 Acceptance of payment in cash for contract air service is at the option of the contract carrier in accordance with FPMR 101-41.203.2.



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(b) Procedures for Reviewing Airline Tickets

- 1 When using the automated ticketing equipment, airline tickets should be examined to ascertain that the correct contract fare basis has been applied either YCA or MCA.
- 2 Improperly rated or fared tickets shall be canceled and new tickets requested. Tickets picked up at airline ticket offices should be verified to insure that the correct contract air class of service designation is shown on the ticket.
- 3 When a contract carrier offers a jet coach "Y" fare lower than the contract fare between city-pairs listed in the Federal Travel Directory, NASA may elect to use the lower fare, if the requirements in subparagraph g(5)(a)1 above are met.
- 4 Contract fares apply only between the cities named and are not applicable to or from intermediate points. NASA may use the contract fare in conjunction with the lowest available non-contract fare to cities not listed in the Federal Travel Directory. In these circumstances, the lowest published fares would otherwise be applicable to and/or from a non-contract city and will be added to the applicable contract fare. Under this provision, carriers will provide through ticketing and service.
- 5 The use of connecting flights is encouraged where contract carriers do not provide through service and this connection produces lower transportation cost than direct flights using non-contract carriers. Each trip should be analyzed considering that lower transportation costs may be offset by increased per diem, allowable overtime, or lost productive time.
- 6 If service by a contract carrier is provided at different airports but still between the same city-pairs listed in the Federal Travel Directory, the lowest overall cost, including contract fare, lost productive time, and ground transportation will determine which carrier will be used.

9731-7 CONDITIONS GOVERNING TRAVEL BY AIRCRAFT

- a. **GENERAL.** Commercial aircraft is considered to be the usual mode of transportation for use by NASA employees, and others traveling for NASA, in the performance of official travel. When the needs of the travel assignment require or when such mode is advantageous to the Government, travel should be authorized by Government Aircraft to the maximum extent possible.



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b. TRAVEL ON GOVERNMENT AIRCRAFT

- (1) Except where the conditions of the employee's assignment to a position prevail, NASA travelers will not normally be required to travel in Government aircraft or nonscheduled commercial aircraft without their consent. Paramount among the reasons why the use of such aircraft should not be required is the fact that many personal insurance contracts contain clauses which void the policies if death or injury results from the use of certain types of aircraft. When NASA travelers travel by Government aircraft, they will not be required to utilize other than regularly scheduled transport-type aircraft normally used for passenger service unless such aircraft is not available, the use of such aircraft does not meet the requirements of the mission, or the duty involved can only be performed by travel on other types of aircraft.
- (2) Where the conditions of the employee's assignment to a position require travel by aircraft, travel may be required to be performed on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Examples of such assignments are when the duties of the position requires employees to be abroad aircraft to make repairs, to observe the performance of the aircraft, to make scientific studies, or when air travel is necessary for the expeditious performance of duty of the position in different geographical locations.

9731-8 *COMMERCIAL AIR ACCOMMODATIONS*

- a. **DOMESTIC TRAVEL.** It is a requirement of NASA employees to use less-than-premium-class accommodations. Limited exceptions to this policy may be permitted in certain instances as set forth in these regulations. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from the use of premium-class air accommodations.
- b. **AUTHORIZATION AND APPROVAL OF THE USE OF PREMIUM-CLASS (FIRST-CLASS AND BUSINESS-CLASS) AIR ACCOMMODATIONS**
 - (1) **AUTHORIZATION OR APPROVAL.** Officials-in-Charge of Headquarters Offices and Directors of Field Installations may authorize or approve premium-class (first-class or business-class) or equivalent air accommodations. (See NMI 9710.1.)
 - (2) **REQUIREMENTS.** Authorization for the use of premium-class (first-class or business-class) or equivalent air accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. The dollar value difference between the premium-class or business-class fare and the regular coach fare shall be stated in additional information portion of the travel authorization. If advance authorization cannot be obtained, the employee shall obtain written approval from the authorizing official at the earliest possible time.



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- (3) **EMPLOYEE RESPONSIBILITY AND DOCUMENTATION.** The employee shall certify on the travel voucher the reasons for the use of premium-class (first-class or business-class) or equivalent air accommodations. Specific authorization or approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from the use of premium-class air accommodations. The additional costs shall be the difference between the first-class or business-class accommodations used and the next lower class fare available.

c. **USE OF FIRST-CLASS AND BUSINESS-CLASS AIR**

ACCOMMODATIONS. Circumstances justifying the use of premium-class (first-class or business-class) or equivalent air accommodations are limited to those listed in (1) through (7) below.

- (1) Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations or only one type of service is available. Employees will certify to this on travel vouchers.
- (2) The employee certifies on the travel voucher that space was not available in less-than-premium-class accommodations on any scheduled flights in time to accomplish the purpose of the official travel which is so urgent it could not be postponed, or that less-than-premium-class accommodations were not available within a reasonable period on the return flight to employee's official duty station. Post approvals are required for each trip.
- (3) Premium-class accommodations are necessary because the employee is so handicapped or otherwise physically impaired that other accommodations cannot be used and such condition is substantiated by competent medical authority;
- (4) Premium-class accommodations are required for security purposes or because exceptional circumstances make the use essential to the successful performance of the NASA mission.
- (5) Less-than-premium-class accommodations on foreign carriers do not provide adequate sanitation or health standards.
- (6) The use of premium-class accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of less-than-premium-class accommodations.
- (7) Business-class, but not first-class, accommodations may be obtained through redemption of frequent traveler benefits.



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- d. **OVERSEAS TRAVEL.** All of the requirements listed above for domestic air travel must also be followed for travel outside the conterminous United States.
- e. **REST STOPS**
 - (1) A rest period, not in excess of 24 hours, may be authorized or approved when the following conditions exist:
 - (a) The travel is direct between duty points which are separated by several time zones and at least one duty point outside CONUS;
 - (b) Air travel between duty points is on less-than-premium-class accommodations; and
 - (c) The scheduled flight time (including stopovers of less than 8 hours) exceeds 14 hours by a direct or usually traveled route.
 - (2) The rest stop may be authorized at any intermediate point, including points within CONUS, provided the point is midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.
 - (3) A rest stop shall not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in excess travel time.
 - (4) The per diem rate for the rest stop shall be the rate applicable for the rest stop location.
 - (5) When carrier schedules or the requirements for use of U.S. flag air carriers preclude an intermediate rest stop, or a rest stop is not authorized, it is recommended that the employee be scheduled to arrive at the temporary duty point with sufficient time to allow a reasonable rest period before reporting to duty (see FMM 9731-10 for guidelines on the use of U.S. flag carriers).
- f. **REST PERIOD AT DESTINATION**
 - (1) NASA travelers flying without interruption, except for flight connections, on a direct route with a time difference of 5 or more hours between local time at point of departure when travel began and local time when arriving at the temporary or permanent duty point may be allowed to arrive at the destination point 1 day before commencing duty.
 - (2) When the flight is of such duration that it includes an authorized rest stop as provided in subparagraph e above, NASA travelers may be allowed 1 full day of rest at the conclusion of the trip provided there is a difference of 4 or more hours between local time at point of departure when travel was resumed and local time at destination point when arriving.
 - (3) In cases meeting either (1) or (2) above, excused absence without charge to leave will be granted for any part of the 24-hour adjustment period following arrival at the duty point which happens to fall within the working hours.



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- (4) Extra expenses incurred because of deviation from a usually traveled route for personal convenience of the traveler shall be borne by the traveler.
- (5) Per diem is payable at the temporary duty location during the adjustment period in accordance with rates prescribed in FMM Appendix 9742-8C. The entitlement to per diem will terminate when the employee completes the travel either at the residence or office. There is the possibility the employee may be allowed an adjustment period before reporting to duty.

9731-9 USE OF CERTIFICATED AMERICAN AIRLINES

- a. **DEFINITION.** The term "Certificated American Airlines" refers to airlines holding a certificate under Section 401 of the Federal Aviation Act, 49 U.S.C.(1970).
- b. **POLICY.** NASA employees in the absence of proof of necessity, are required to use a "certificated American airline" when travel is performed by commercial air transportation between a place in the United States and a place outside the United States, or between two places both of which are outside the United States. NASA policies governing this use are in accordance with Comp. Gen. Decision B-138942, effective March 31, 1981. Deviation from this policy and the guidelines established below could result in employees' becoming personally liable for a portion of the cost of their transportation.
- c. **GUIDELINES**
 - (1) Generally, service by a certificated air carrier is available if it can provide the officially authorized air transportation needed by the traveler. Use of foreign air carrier service may be deemed necessary, if a U.S. certificated air carrier otherwise available cannot provide the foreign air transportation needed, or if use of such service will not accomplish the Agency's mission.
 - (2) Passenger service by a certificated air carrier is considered available even though:
 - (a) Comparable or a different kind of service can be provided at excess cost by a foreign air carrier, or
 - (b) Foreign air carrier service is preferred by, or is more convenient for, the Agency or the traveler, or
 - (c) Service by a foreign air carrier can be paid for in excess foreign currency, unless U.S. air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of such moneys.



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- (3) Certificated U.S. air carrier service must be used for all Government-financed commercial foreign air travel, if service provided by such carriers is available. In determining availability of certificated U.S. air carriers, the following scheduling principles should be followed unless their application results in the last or first leg of travel to or from the United States being performed by a foreign air carrier:
 - (a) Certificated U.S. air carrier service available at point of origin should be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
 - (b) Where an origin or interchange point is not served by a certificated U.S. air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with certificated U.S. air carrier service.
 - (c) Where a certificated U.S. air carrier involuntarily reroutes the traveler via a foreign carrier, the foreign air carrier may be used notwithstanding the availability of alternative certificated U.S. air carrier service.

9731-10 USE OF FOREIGN OR NONCERTIFICATED AIRLINES

- a. **DEFINITION.** The term "Foreign or Noncertificated" refers to airlines not holding a certificate under section 401 of the Federal Aviation Act of 1958.
- b. **GUIDELINES.** For travel between a gateway airport in the United States (the last U.S. airport from which the traveler's flight departs or the first U.S. airport at which the traveler's flight arrives) and a gateway airport abroad (that airport from which the traveler last embarks enroute to the U.S. or at which he first debarks incident to travel from the U.S.), passenger service by a certificated U.S. air carrier will not be considered available:
 - (1) Where the gateway airport abroad is the traveler's origin or destination airport, if the use of certificated U.S. air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by a foreign air carrier.
 - (2) Where the gateway airport abroad is an interchange point, if the use of certificated U.S. air carrier service would require the traveler to wait 6 hours or more to make connections at that point, or if delayed departure from, or accelerated arrival at, the gateway airport in the United States, would extend the traveler's time in a travel status by at least 6 hours more than travel by a foreign air carrier.



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(3) For travel between two points outside the United States, the rules in FMM 9731-9c will be applicable, but passenger service by a certificated U.S. air carrier will not be considered to be reasonably available:

- (a) If travel by a foreign air carrier would eliminate two or more aircraft changes en route to the travelers destination.
 - (b) Where one of the two points abroad is the gateway airport, as defined in FMM 9731-10b above, en route to or from the United States, if the use of a certificated U.S. air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign air carrier, including accelerated arrival at the overseas destination or delayed departure from the overseas origin, as well as delay at the gateway airport or other interchange point abroad.
 - (c) Where the travel is not part of a trip to or from the United States, if the use of a certificated U.S. air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign air carrier including delay at origin, delay en route, and accelerated arrival at destination.
- (4) For all short-distance travel under either subparagraph (3)(b) or (3)(c), above, certificated U.S. air carrier service will not be considered available when the elapsed travel time on a scheduled flight from origin to destination airport by a foreign air carrier is 3 hours or less and service by a certificated U.S. air carrier would involve twice such travel time.

c. **RESPONSIBILITY OF ACCOUNTABLE OFFICERS.** To obtain payment for commercial air transportation on a noncertificated air carrier, there must be attached to the appropriate voucher a certificate or memorandum adequately explaining why service by a certificated air carrier was "unavailable." Certifying officers have the responsibility in the first instance of determining the accuracy and acceptability of the voucher.

When there is doubt as to the acceptability of the certification, the accountable officer may request an advance decision by addressing a submission to the Comptroller General of the United States, U.S. General Accounting Office, Washington, DC 20548.

Secondary responsibility will be the Audit Voucher function of General Services Administration.

d. **DISALLOWANCE OF EXPENDITURES.** The Comptroller General will disallow any expenditures for commercial foreign air transportation on noncertificated air carriers unless there is attached to the appropriate voucher a certificate or memorandum adequately explaining why service by certificated air carriers is "unavailable."



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Where the travel is by indirect route or the traveler otherwise fails to use available certificated U.S. air carrier service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by certificated U.S. air carriers as determined under the following formula set forth and more fully explained in 56 Comp. Gen. 209 (1977) and in Comp. Gen. decision B-138942, effective March 31, 1981.

Sum of certificated carrier segment mileage authorized	X	Fare Payable by Government
_____		_____ = _____
Sum of all segment mileage, authorized		
MINUS		
Sum of certificated carrier segment mileage, traveled	X	Through fare paid
_____		_____ = _____
Sum of all segment mileage, traveled		

Procedures for transportation of cargo or property, other than accompanied baggage, are set forth in 4 C.F.R., Part 52.

9731-11 APPROVAL FOR USE OF MORE COSTLY CLASS OF AIR SERVICE

- a. **ON THE TRAVEL ORDER.** When advance or post approval for first-class accommodations is granted, a specific provision will be inserted in the travel order substantially as follows: "The use of first-class air transportation is authorized based on documentation enclosed." Justification for use of more than least costly accommodations will be shown on NASA Form 372 or NASA Form 386, as appropriate.
- b. **ON THE TRANSPORTATION REQUEST.** The travel authorization number will be shown in the "fiscal data" block on the front of the TR. This will serve as a basis for payment when the travel orders authorize a more costly class of service. When conditions result in the TR issuing office selecting a more costly class of service, the reverse of the TR and copies will be annotated with appropriate comment as to the basis for selecting the class of service used. (See paragraph FMM 9731-8 for approval process.)



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9731-12 *UNUSED ACCOMMODATIONS*

When travelers find that they will not use accommodations which have been reserved for official travel, they must release them within the time limits specified by the carriers. Failure of travelers to take such action may subject them to liability for any resulting losses. When transportation is furnished which is inferior to that called for by a ticket or when a journey is terminated short of the destination specified on the transportation request, travelers will report the facts to their Installation Financial Management Office for necessary action.

9731-13 *COMPENSATION FOR DENIED BOARDING*

Any moneys received as compensation by a NASA traveler for denied boarding will be turned over to the appropriate Financial Management Officer of the Installation concerned for deposit to the Miscellaneous Receipts Account "801090, Fines, Penalties and Forfeitures, Not Otherwise Classified." All payments from the airlines should be by check drawn in favor of NASA or the Treasurer of the United States.

9731-14 *CHARTERING OF COMMERCIAL AIRCRAFT*

- a. Requests to charter, on a one-time basis, a commercial aircraft for performance of official temporary duty travel may be approved as a proper mode of transportation, provided:
 - (1) There is no common carrier transportation readily available between the points to be visited, or
 - (2) The lapsed time necessary to accomplish the trip by common carrier is so crucial as to jeopardize the mission for which the travel was authorized, and NASA administrative aircraft is not available, and
 - (3) Each request for use of a commercial charter aircraft is supported by a written justification.
- b. Approval of requests to use commercial charter aircraft for official travel is the responsibility of the NASA Installation Director or an official acting in such capacity. Each NASA Field Installation will prescribe the internal procedures necessary to cover the processing of such requests.
- c. Payment for services rendered by the carrier will be by SF 1169, United States of America Transportation Request.
- d. Charter flight agreements shall be reduced to writing and signed by both the carrier and a NASA representative and submitted by the carriers with their billing.
- e. Authority to obtain lease or charter aircraft is set forth in NMI 7910.1 - NASA Aircraft Management.



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9731-15 ACCOMMODATIONS ON TRAINS

- a. **SLEEPING CAR ACCOMMODATIONS.** When overnight travel is involved, the lowest first-class sleeping accommodations available shall be allowed. Higher cost accommodations may be authorized or approved upon the employee's certification on the travel voucher that lowest first-class accommodations were not available or that use of superior accommodations were authorized or approved by the Authorizing Official, as being required for security purposes. When practicable, through sleeping accommodations shall be obtained if they are more economical to the Government.
- b. **PARLOR CAR AND RESERVED COACH ACCOMMODATIONS.** When adequate reserved coach accommodations are available, officials authorizing travel shall require that those accommodations be used to the maximum extent possible. However, use of a parlor car seat may be allowed when the duration of the train travel exceeds 4 hours.
- c. **EXTRA-FARE TRAINS.** Travel by extra-fare trains may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government or is required for reasons of security. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach service is considered to be advantageous to the Government. (See subparagraph d below.) (Note: Metroliner club service is considered to be first-class service.)
- d. **NATIONAL RAILROAD PASSENGER CORPORATION (AMTRAK) METROLINER COACH SERVICE.** The National Railroad Passenger Corporation (AMTRAK) offers a 20 percent discount for official Government travel on Metroliner coach service in the Northeast Corridor between Washington, DC, and New York, New York, and intermediate points. Metroliner coach service between these points shall be used to the maximum extent possible.
 - (1) **Reservations.** Reservations for Metroliner coach service shall be made in advance. The telephone numbers to call are listed in the monthly Federal Travel Directory.
 - (2) **Ticket Purchase.** The discount provided by Amtrak on Metroliner coach service is applicable for official Government travel only. Tickets must be obtained before boarding the Metroliner. Employees purchasing tickets directly from Amtrak will need to present their Government identification card and will be required to certify on the back of the ticket that travel is for official Government business.
 - (a) **Use of U.S. Government Transportation Request (GTR).** GTR's and procedures for their use are prescribed in paragraph FMM 9732-4. Effective September 1, 1981, Amtrak will not accept GTR's for purchases under \$100. All purchases under \$100 must be purchased by cash as stated in subparagraph (b), below; or by bulk ticket purchase as stated in subparagraph (c), below.



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- (b) **Cash Payment.** Tickets under \$100 may be purchased with cash, personal checks, and major credit cards provided proper identification is shown.
- (c) **Bulk Ticket Purchases.** NASA Installations should consider bulk ticket purchases. When purchasing tickets in bulk from Amtrak, the fare on the ticket will remain in effect for 6 months from the date of purchase. Procedures are provided in 41 C.F.R. 101-41.203-3.
- (3) **Unused Tickets.** Unused tickets shall be attached to the travel voucher for refund to the Government. No refunds will be made directly to the employee by Amtrak.

9731-16 OCEAN TRAVEL

- a. **AUTHORIZATION.** Travel by ships may be authorized when justified as being more advantageous to the Government. Travel by ships may be authorized for the convenience of the traveler provided the travel time in excess of that required by commercial air is charged to the appropriate leave account and the transportation cost in excess of commercial air is borne by the traveler.
- b. **APPLICATION FOR ACCOMMODATIONS.** The traveler should apply for steamer accommodations at the earliest practicable time after receipt of the approved travel order.
- c. **USE OF AMERICAN SHIPS**
 - (1) Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241) provides:
"Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport their personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: Provided, that the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefore."
 - (2) Where the use of American ships would seriously interfere with or prevent the performance of official business, it may be considered that American ships are not available within the meaning of the statute. In such cases, an administrative determination to that effect shall be set forth in the travel authorization or be attached to the traveler's voucher.



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d. STATEROOMS

- (1) The travel order should specify the use of an accommodation less costly than the minimum first-class when such accommodation is determined to be suitable for a particular voyage.
- (2) The term "minimum first-class accommodation" means an accommodation which provides direct access from within the stateroom to a wash basin, shower or bath, and toilet.
- (3) The minimum first-class accommodation will be allowed whether the stateroom is included in the cost of passage or is a separate charge. However, if a minimum first-class accommodation is not available at the time the reservation is made, a superior accommodation will be allowed when the traveler certifies on the voucher that the accommodation used was the lowest first-class accommodation available at the time reservation was made.



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FMM 9732 TRANSPORTATION REQUESTS AND RELATED DOCUMENTS

9732-1 GENERAL

This section sets forth the instructions for the preparation and use of Standard Form (SF) 1169, United States Government Transportation Request and the related forms prescribed by the General Services Administration (GSA), for the procurement of official transportation.

9732-2 AUTHORIZED FORMS

- a. Unless otherwise authorized by the Director, Financial Management Division, NASA Headquarters, the following forms will be used in the procurement and accounting for common carrier transportation.
 - SF 1169, U.S. Government Transportation Request (original)
 - SF 1169a, Memorandum Card Copy
 - SF 1169b, Duplicate Copy
 - SF 1169c, Triplicate Copy
 - SF 1170, Redemption of Unused Ticket
 - SF 1171, Public Voucher for Transportation of Passengers
 - SF 1171a, Memorandum Copy
- b. Each installation is responsible for procuring and maintaining a stock of authorized transportation forms.
- c. All SF Forms may be ordered by the appropriate installation official through GSA, Federal Supply Service, 2FYI 26 Federal Plaza, New York, New York 10278. Allow 2 weeks for the delivery of an order after it has been placed with GSA.
- d. When ordering SF 1169's from GSA, the Installation official will report the serial numbers of all SF 1169's received in writing to the Financial Management Division, NASA Headquarters, Code BFP. This information will assist NASA in the collection of unused ticket revenue forwarded to GSA by common carriers.



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9732-3 *PROCUREMENT OF COMMON CARRIER TRANSPORTATION*

- a. **U.S. GOVERNMENT TRANSPORTATION REQUESTS (GTR's).** All passenger transportation services by common carrier must be procured through the use of Standard Form 1169, U.S. Government Transportation Request (GTR), unless otherwise specifically provided herein and in 41 CFR 101.41.203.

- (1) **Regulations Governing Use.** The GTR and procedures for its use are prescribed by the Administrator of General Services Administration in 41 CFR 101.41.

- 1 **Use of the GTR.** The GTR shall be issued and used only for officially authorized passenger transportation by common carrier or for authorized transportation services or accommodations furnished by common carrier, i.e., air, bus, rail, or vessel. The GTR shall not be issued and used in the following instances:

- (b) For personal transportation services or privileges which increase or exceed the cost of those authorized. When an indirect route or accommodations superior to those authorized are requested or used by the traveler for personal reasons, the additional cost, including the applicable share of the Federal transportation tax, shall be at personal expense and paid to the carrier;
- (c) For individually procured taxicab, airport limousine, intracity transit, rental automobiles, or other for-hire automobile services;
- (d) For payment of toll road or toll bridge charges; or
- (e) For passenger transportation services costing \$10 or less, excluding Federal transportation tax, or excess baggage services costing \$15 or less for each leg of a trip, unless special circumstances justify use of a GTR.

b. **USE OF TRAVEL AGENCIES**

Where it is administratively determined to be advantageous to the Government, travel agencies may be used to secure passenger transportation services by air, bus, rail, water, or any combination thereof, for travel in the following instances:

- (1) Within foreign countries (except Canada or Mexico);
- (2) Between foreign countries;
- (3) From foreign countries to the United States and its possessions, provided:
 - (a) The request for transportation is made first to a company branch office or a general agent of a Certified American Air Carrier or ocean carrier if the travel originates in a city or its contiguous carrier-servicing area in which such branch or general agent is located and through ticketing arrangements for the transportation authorized cannot be secured, or



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- (b) It is determined that a company branch office of a general agency of a Certified American Air Carrier or ocean carrier is not located in the city or its contiguous carrier-servicing area in which the official travel originates.

From points within the United States to points in its possessions or foreign countries for official business where group or charter air travel arrangements made by travel agencies afford a substantial savings over the cost of regular individual air accommodations. Transportation requests will not be used to secure tickets from the travel agency when traveling under group or charter arrangements. However, where the official travel may be paid for by the use of excess currency and all requirements of FMM 9731-10 "Use of Foreign of Non-Certified Airlines" are met, the provisions of this subparagraph are not applicable and transportation will be secured in accordance with FMM 9745-10.

In no instance shall payment be made to a travel agency in an amount which is in excess of the amount which would have been properly chargeable had the service requested been obtained directly from the carrier or carriers involved.

9732-4 USE OF TRANSPORTATION REQUESTS

- a. **GENERAL.** A transportation request constitutes an order for presentation to carriers for specific passenger transportation, sleeping car, parlor car, or other accommodations for officially authorized travel. Careful consideration should be given in planning itineraries and arranging for travel to take advantage of every reasonable economy which can be effected through selection of carriers, use of coach trains and planes, short-term round trips, or other provisions whereby savings may be made in travel costs.
- b. **REQUESTING TRANSPORTATION AND ACCOMMODATIONS**
- (1) Transportation requests are designed to permit the joint procurement from rail carriers of transportation and Pullman accommodations by the issuance of one transportation request. However, when due to circumstances involved, such issuance is neither feasible nor practical, a separate transportation request may be used for the procurement of transportation and accommodations.
 - (2) Transportation requests will be used also for the procurement of contract or chartered service as contained in FMM 9731-14d.
 - (3) Transportation requests should be drawn on the carrier charging the lower rate when two or more common carriers furnishing the same mode of travel charge different rates between the same points for the same type of service or accommodations except as provided in FMM 9731-4.



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c. CASH PAYMENTS

(1) Government Transportation Requests (GTR's), Government Travel Systems (GTS), and Government issued charge cards will be used to obtain official transportation. The use of cash to procure passenger transportation services may not be authorized except under the conditions specified in (a)1 through (a)3, below. For the purpose of this paragraph, the use of checks (personal or travelers) and personal credit cards is considered to be the equivalent of cash. Cash payments may be made with a travel advance or through the use of personal funds.

(a) **Procedures For the Use of Cash.** The procedures for the use of cash to procure passenger transportation services are prescribed by the Administrator of the General Services Administration in 41 CFR 101.41.203-2, as follows:

- 1 **When Cost of Transportation is \$10 or Less.** Travelers shall use cash to procure all passenger transportation services costing \$10 or less, excluding Federal transportation tax, and to pay excess baggage charges costing \$15 or less for each leg of a trip, unless special circumstances justify the use of a GTR.
- 2 **When Cost of Transportation is Over \$10, But Does Not Exceed \$100.** On an authorized trip, when necessary, a traveler may utilize cash to procure transportation services from, to, or between points in the United States and its possessions or the trust territories. This form of payment may be used when the cost of transportation is over \$10, but does not exceed \$100, excluding transportation tax.

NOTE: The National Railroad Passenger Corporation (AMTRAK) will not accept a GTR for travel under \$100. AMTRAK will accept personal checks or major credit cards provided proper identification is shown when purchasing a ticket.

- 3 **When Cost of Transportation Exceeds \$100.** Except as noted in c(1)(a), above, a GTR must be used to procure passenger transportation services costing in excess of \$100, excluding Federal transportation tax, unless otherwise exempted in writing by GSA as provided in 41 CFR 101-41.203-2.

(b) **Emergency Authorization of Cash Payments.** Under emergency circumstances cash purchases of passenger transportation services in excess of the \$100 limitation may be authorized to travelers when the use of GTR's are not possible as provided in 41 CFR 101.203.2(b).

- 1 Under the cited provisions, Officials-in- Charge of Headquarters Offices and Directors of Field Installations and designees, have been delegated the authority to authorize the use of cash in excess of the \$100 limitation in such emergency situations, in NMI 9710.1.



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- 2 Prior to authorization, every effort should be made to maximize the use of GTR's, GTS's, and Government issued charge cards. Authorizing officials should bear in mind that there are Government discount and contract airfares that are only obtainable through the use of a GTR or Government issued charge card. Use of these fares is mandatory with certain exceptions (see FMM 9731-6g).
 - 3 In the absence of specific authorization, travelers shall be responsible for all additional costs incurred for the travel; such as first-class air travel or other more costly modes.
 - 4 The use of cash should not impose a financial hardship on an employee. When the use of cash in excess of \$100 is authorized, the justifiable reasons shall be stated in block 16 of NASA Form 372 for domestic travel, or block 18 of NASA Form 386 for foreign travel by the authorizing official. If at all possible, the authorization should be made before travel commences. If the cash purchase cannot be authorized in advance, written authorization shall be obtained at the earliest practicable time.
 - 5 Cash purchases by travelers must adhere to all current agency policies and Federal laws concerning the purchase of passenger transportation service; however, it is recognized that the purchase of city-pair tickets for cash is at the option of the airlines (see FMM 9731-6g).
 - 6 Travelers will state the reason for use of cash on the travel voucher. Each voucher will be reviewed prior to submission by the approving official.
- (c) **Exception to Cash Payment Limitation.** As an exception to the rule stated in subparagraph (b)3, above, cash payments for official transportation expenses, without regard to the \$100 limitation, are authorized under the following conditions:
- Reduced group or excursion fares available from travel agencies. Cash payments in excess of \$100 may be approved by an authorizing official for individual employees or a group of employees to secure reduced group or excursion fares available only through travel agents when the conditions result in a savings to the Government. Exceptions under this paragraph will be evaluated on a case-by-case basis. A copy of the administrative determination by the authorizing official shall accompany the travel voucher.



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- (d) **Use of Cash Under Nonemergency Circumstances.** Where it is possible for the traveler to purchase the transportation using a GTR, GTS, or Government-issued charge card, and the use of cash is requested, the Financial Management Officer must request an exemption from the Assistant Commissioner, Office of Transportation Audits (FW), GSA, Washington, DC 20415, for purchases exceeding the \$100 cash limitation.
- 1 Request shall be made in writing and only be for individual travel itineraries and contain the reasons why an exemption should be granted. Traveler convenience will not be cause for GSA approval.
 - 2 For the purposes of performing a fare audit, requests will include copies of travel authorizations, ticket coupons, and any ticket refund applications or SF 1170, Unused Ticket Request, associated with the travel.
 - 3 Travelers shall not be reimbursed for nonemergency use of cash to procure passenger transportation services costing more than \$100 unless written approval is granted by GSA.
 - 4 Travelers using cash to purchase individual passenger transportation services shall procure them from carriers' travel agents under GSA contract, NASA contract, or SATO's. Use of cash shall adhere to the rules that govern U.S. flag vessels and air carriers.
- (2) **Stopovers.** Where it is known or contemplated at the time travel is scheduled, that one or more stops to conduct official business will be required, the travel authorization will so state in order that a through ticket with stopover privileges can be procured. Such tickets may be obtained in exchange for one transportation request; however, each stopover on official business must be specifically identified as such on the transportation request when:
- (a) Travel is by domestic airlines;
 - (b) Sleeping or parlor car accommodations are used, or;
 - (c) Excess baggage services via air are involved.

9732-5 PROHIBITED USE OF TRANSPORTATION REQUESTS

Transportation requests shall not be used:

- a. In lieu of cash for the payment of taxicab, airport limousine, intracity transit, or "drive-yourself" type or other for-hire automobile services or for the payment of toll road or toll bridge charges.
- b. For personal use or convenience. This applies even when official transportation is secured with indirect routing for personal reasons. The additional cost resulting from the indirect travel shall be paid by the traveler from personal funds at the time the ticket is purchased.



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- c. For the purchase of air accommodation tickets through travel agencies for group or chartered arrangements from points within the United States to points in its possessions or foreign countries as set forth in FMM 9732-3b.

9732-6 ACCOUNTABILITY FOR TRANSPORTATION REQUESTS

- a. Each Installation shall maintain a record showing the status of transportation requests received, using Standard Form 1120, or equivalent, to provide an accountability record for issuance of the individual request.
- b. Prior to issuance of transportation requests to travelers, the full name and address of the NASA Installation to be billed should be inserted by rubber stamp on each request.
- c. NASA employees who are issued transportation requests, shall be responsible for the number received; and thereafter, for their safety, accountability, and for any amounts which the Government may be required to pay by reasons of improper use of such documents through the employee's fault or negligence. Receipts will be filed in the office charged with the responsibility of maintaining control.
- d. Where extra transportation requests are issued to travelers and not used on the travel assignment for which issued, the unused transportation requests will be turned in to the issuing office upon completion of the travel assignment. The receipt will be returned to the traveler.

9732-7 LOSS OR THEFT OF TRANSPORTATION REQUESTS AND TICKETS

a. TRANSPORTATION

- (1) When a transportation request form in the possession of the traveler is either lost or stolen, an immediate report shall be made in writing to the financial management office of the Installation indicated in the "Bill to" space, giving the number(s) of the missing request(s) and the circumstances pertinent to the loss or theft. Such notification serves to put the financial management office on notice should such transportation requests subsequently be returned to that office.
- (2) When the lost or stolen transportation request is known to have been filled out to the extent of showing the carrier services desired from a designated point of origin, the traveler shall furnish promptly to the named carrier, as well as other local initial carriers, a description of the lost or stolen documents with a request that it not be honored. Such advice shall be confirmed in writing and a copy transmitted to the appropriate Installation financial management office. If lost or stolen transportation requests are later recovered, they will not be used, but shall be returned to the financial management office of the issuing Installation.



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- (3) When a traveler has lost or misplaced the memorandum copy of the transportation request covering travel for which reimbursement is claimed, he shall furnish to the Installation financial management office a statement as to the facts; that is, mode of travel, route traveled, and whether Pullman or other extra charge accommodations were furnished.

b. **TRANSPORTATION TICKETS**

- (1) NASA travelers losing transportation tickets, sleeping car or parlor car tickets, transfer tickets, or parts of such tickets shall immediately notify the nearest agent of the carrier of that fact. Travelers will also note on their travel voucher the fact that a ticket has been lost, giving the number of the transportation request used to procure such ticket and the facts surrounding its loss. Unless there are unused tickets available for return to the carrier, NASA is obligated to pay for the full value of the lost tickets plus tax. The traveler will also immediately notify in writing the Installation office charged with the responsibility of maintaining control of transportation requests of the lost or stolen tickets and give such facts as are available concerning the loss or theft.
- (2) A claim should be made to the carrier requesting a refund in the event the tickets are subsequently found, and have been used. If it is determined that the tickets were found and used, travelers will be billed for the cost of such tickets where it is determined that the loss was due to their negligence.

9732-8 USE OF DESIGNATED AGENTS

- a. **GENERAL.** The General Services Administration in FPMR Temp. Reg. G-23 provides that, where it is determined that it is in the interest of more economical and efficient procurement of passenger transportation, designated agents may sign transportation requests in lieu of the traveler signing such request.
- b. **DESIGNATION OF DESIGNATED AGENTS.** In those instances where it is determined that the use of designated agents will result in more economical and efficient procurement of official passenger transportation, the Director, Headquarters Administration Office, acting for NASA Headquarters and the Directors of Field Installations, or their designees, shall designate, in writing, those persons authorized to serve as designated agents. A copy of each designation will be forwarded to the Installation financial management office.
- c. **PERSONS TO BE DESIGNATED.** Normally, persons to be named as designated agents for the purpose of signing transportation requests in lieu of the traveler should be those individuals responsible for the procurement of official passenger transportation.



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d. **PROCEDURES FOR DESIGNATED AGENTS**

- (1) Designated agents will not release tickets to travelers unless they have been furnished a properly signed copy of the Travel Request and Authorization (NASA Form 372) or Overseas Travel Order (NASA Form 386).
- (2) The travel request and authorization number will be placed on the completed transportation request.
- (3) The Memorandum Copy of SF 1169 will continue to be furnished travelers for submission with their travel voucher.
- (4) Designated agents will state on the Memorandum Copy of SF 1169 the reasons for procuring airplane accommodations superior to less-than-first-class accommodations or for securing accommodations superior to those authorized in FMM 9731-15a, 9731-15b, and 9731-16d.



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FMM 9733 TRAVEL BY CONVEYANCES

9733-1 GENERAL

This section sets forth the regulations for the use of privately owned conveyances in lieu of Government-furnished automobiles and common carriers.

9733-2 TRAVEL BY GOVERNMENT CONVEYANCE (EFFECTIVE AUGUST 26 1974)

When it is determined that automobile travel is required in the particular circumstances involved, a Government-owned automobile will be authorized as the preferred mode of transportation unless travel by privately-owned conveyance or special conveyance is preferred for reasons of cost, efficiency, or work requirements. Cost advantages which will normally result from use of Government-owned automobiles because of relatively low operating cost must be fully considered. However, the cost of using a Government-owned automobile will include any costs associated with picking up and returning such vehicle. Authorizing officials should not consider Government-owned automobile as the preferred mode of transportation when the round-trip distance is in excess of 300 miles except where a number of stops are to be made in performance of temporary duty travel and use of common carrier is either impractical or nonexistent, or where the Government-owned automobile can be used to transport two or more employees to the same duty point for the same period of time, Transportation for round-trip distance in excess of 300 miles should be authorized in accordance with FMM 9731-5a.

9733-3 AUTHORIZATION OF TRAVEL BY PRIVATELY-OWNED CONVEYANCE

The use of privately-owned conveyance may be authorized or approved for employees or others rendering services to NASA when engaged on official business, The determination to authorize travel by privately-owned conveyance as advantageous to the Government will be based upon the factors contained in FMM 9733-6b and 9733-6c. Travel by privately-owned conveyance should be authorized in the travel orders, together with the appropriate mileage rate, When such authorization is not made, the use of privately-owned conveyance shall in all instances be construed as use on a personal preference basis.



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- a. The use of privately-owned automobile as more advantageous to the Government must be authorized prior to commencement of travel with an appropriate statement as to the basis for such authorization. Travel under such authorization is considered as beginning and/or ending at the employee's place of residence from which he commutes daily to his permanent duty station or place where conveyance is garaged or stored.
- b. When a privately-owned aircraft (including rental or club-owned aircraft) is used, reimbursement will be limited to mileage rates prescribed in FMM 9742-20b(1) even though comparative cost is less than common carrier.

9733-4 *LIABILITY FOR ACCIDENT IN PRIVATELY-OWNED CONVEYANCE*

One aspect in the use of privately-owned automobile in the performance of official duties, that should be of considerable concern to all employees, is the legal ramifications concerning liability should an employee have an accident while using his personal vehicle in performing official duties. It is suggested that all employees reaffirm with their insurance agent their status relative to the use of their personal car on official business.

9733-5 *ACTUAL EXPENSES NOT AUTHORIZED*

There is no legal authority for authorizing reimbursement of actual expenses for the use of privately-owned vehicles by NASA employees or others traveling for NASA.

9733-6 *PRIVATELY-OWNED CONVEYANCE PRESUMED ADVANTAGEOUS MODE OF TRANSPORTATION*

- a. **BASIS OF AUTHORIZATION.** A determination that use of a privately-owned conveyance would be advantageous to NASA will normally be made when the use of a commercially rented conveyance would otherwise be authorized for the travel involved.
- b. **DETERMINATIONS.** Before use of a privately-owned conveyance is authorized as advantageous to NASA, such authorization must be preceded by determinations that:
 - (1) both common carrier and Government-owned vehicle transportation are not feasible in the circumstances, or
 - (2) that transportation by the means contained in subparagraph (1) would be more costly to NASA.



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- c. **FACTORS FOR CONSIDERATION.** The determination required in subparagraph b, above, will be based on both the direct transportation costs and economies which result from the more expeditious and effective performance of NASA business through the use of one or another method of transportation. Other factors to be used in making a determination whether or not to authorize use of privately-owned conveyance will include the following:
- (1) the total distance to be traveled;
 - (2) the number of travelers assigned to the same duty point for the same period of time traveling together in the same conveyance;
 - (3) location of place of temporary duty in relation to the location of quarters and meal facilities and the availability of modes of transportation, other than privately-owned conveyance, between these points;
 - (4) the salary cost represented by the additional travel time, including added per diem, the physical strain on the employee (with possible decreased efficiency) when any appreciable distances are involved in connection with temporary duty travel;
 - (5) duty locality in relation to traffic conditions, routing, and weather;
 - (6) requirements of the assignment, including transportation of excess baggage, tools, or equipment that could not reasonably have been transported by common carrier or Government-owned conveyance; and
 - (7) consideration shall also be given to energy conservation.

9733-7 WHEN ADVANTAGEOUS TO THE GOVERNMENT

When the use of a privately-owned motor vehicle is determined to be advantageous to the Government in the performance of temporary duty travel, travel time shall be the actual time necessarily consumed between the points of temporary duty provided such time is reasonable. In determining reasonable time, the traveler shall be expected to travel an average of not less than 300 miles per day when travel between two duty points exceeds the minimum of 300 miles.

9733-8 USE OF PRIVATELY-OWNED CONVEYANCE IN LIEU OF COMMON CARRIERS

- a. **GENERAL.** Where common carrier transportation is determined to be the preferred method of transportation and travel is authorized by privately-owned conveyance as a matter of personal preference, the traveler will be reimbursed at the rates prescribed in FMM 9742-20b(i) for automobile carrier transportation. Allowable reimbursement for mileage will be computed in accordance with subparagraph b, below.



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b. COMPUTING CONSTRUCTIVE COST.

(1) **Class of Accommodation to be Used to Compute Constructive Costs.**

Constructive costs for common carrier will be based on Government contract, tourist, or coach air accommodations, whichever is lowest. If such accommodations are not provided, constructive costs will be based on standard class accommodations or first-class accommodations if standard class is not available. When accommodations are provided on both jet and propeller-driven planes, constructive cost will be based on jet planes. If air transportation does not service the points of travel, the mileage payment will be limited to the constructive cost of first-class rail transportation, or coach accommodations when the elapsed time of rail journey is 4 hours or less. When neither air nor rail accommodations are provided to the points of travel, mileage payments will be limited to the constructive cost of bus transportation. Travel orders must provide the order of priority in blocks 15 and 16 of NASA Form 372.

(2) **Additional Constructive Cost Factors**

- (a) In determining the constructive common carrier cost there shall also be included the usual cost to and from the common carrier terminal for transportation by bus, subway, streetcar, limousine, or taxicab. The use of privately-owned conveyance to and from the common carrier terminal may be approved when advantageous to the Government, Rental cars may not be included (see 55-CG-192).
- (b) The cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler renders a statement as to the weight of the baggage or presents other acceptable evidence of its weight.
- (c) The per them that would have been required had travel been performed by the "constructed" method will also be included.

(3) **Other Limitations**

- (a) In making the foregoing constructive cost comparisons, the scheduled departures and arrivals of planes, trains, and buses at unreasonable hours will not be used, (For this purpose, "unreasonable hours" means departing or arriving between the hours of 10:00 p.m. and 6:00 a.m.) However, if the employee decides to travel during these unreasonable hours then constructive cost comparison travel will be computed on the basis that once travel is started it will be performed on a through basis by the mode determined in subparagraph b(i), above.
- (b) Leave will be charged for the additional travel time required during normal working hours in excess of the time which would have been required by the mode of transportation used in determining constructive common carrier cost.



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- (c) Other than to and from the common carrier terminal, the cost of transportation at the temporary duty location may not be considered in the constructive cost calculation.

(4) **Allowable Cost Calculation.** The constructive cost as computed above will be compared with the actual cost of the travel as performed, including the per diem related to the transportation portion of the trip. The allowable cost is the lesser of the two calculations and should be added to the other entitlements resulting from the total trip.

9733-9 USE OF PRIVATELY-OWNED AUTOMOBILE IN LIEU OF GOVERNMENT-OWNED AUTOMOBILE (EFFECTIVE AUGUST 26, 1974)

- a. Where the use of a Government-owned automobile is determined to be the preferred method of transportation under the assumptions of FMM 9733-21, but the traveler is authorized to use a privately-owned automobile as a matter of personal preference and such use is compatible with the performance of official business, reimbursement of the mileage rate prescribed in FMM 9742-201c(2)(a) may be authorized for the distance. Travel shall be by the most direct route and per diem will be reimbursed for actual time enroute provided such time is reasonable (see FMM 9733-7).
- b. Where employees are expected to perform extensive automobile travel on official business, Directors of NASA Installations, through responsible officials, should obtain commitments from such employees as to whether they will use Government-owned automobiles, or whether they will elect to use privately owned conveyance. Such commitments are for planning purposes and should cover a period of time justifying the making of arrangement for acquisition or for disposal of Government owned automobiles as required. For travelers who use their privately-owned conveyance when a Government-owned automobile is available, reimbursement will be limited to the mileage rate prescribed in FMM 9742-20c(2)(b).

9733-10 USE OF PRIVATELY-OWNED CONVEYANCE FOR DAILY OR INTERMITTENT TRAVEL BETWEEN RESIDENCE AND TEMPORARY DUTY STATION

When an employee performs daily or intermittent travel directly from his residence to a temporary duty station, mileage for use of privately-owned conveyance may be authorized or approved, provided such mode of transportation is advantageous to the Government. Mileage rates are prescribed in FMM 9742-20a.



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9733-11 USE OF PRIVATELY-OWNED CONVEYANCE AT PLACE OF TEMPORARY DUTY

Use of privately-owned conveyance may be authorized for travel within the limits of immediate vicinity of a temporary duty station, including mileage between place of lodging and place of business, provided it is determined that such mode of transportation is advantageous to the Government. Mileage rates are prescribed in FMM 9742-20a, The use of a privately-owned automobile for any of the purposes specified in FMM 9734-2f(4). or for personal reasons are subject to the provisions of FMM 9734-3d and 9734-3e,

9733-12 USE OF PRIVATELY-OWNED AUTOMOBILES BETWEEN PLACE OF ABODE OR PLACE OF BUSINESS, AND TERMINAL IN LIEU OF TAXICABS

The use of a privately-owned automobile for the above type transportation may be approved, subject to the limitations cited in FMM 9742-20

9733-13 PROHIBITED USE OR ACCEPTANCE OF CONTRACTOR-PROVIDED TRANSPORTATION

- a. NASA personnel will not use contractor-owned vehicles, including aircraft.
- b. NASA personnel will not accept contractor-provided transportation, except for travel related expenses accepted by NASA under the authority of 31 U.S.C. 1353 in connection with an employee's attendance at a meeting or similar function relating to official duties which takes place away from the duty station. NASA's acceptance must be in accordance with the implementing regulations at 41 C.F.R. part 304-1.
- c. NASA personnel will not request special transportation services from a contracts either to or from an airport, railroad station, or any other transportation points.

For more information consult the Standards of Ethical Conduct for Employees of the Executive Branch, dated August 1992.

9733-14 CONTRACTOR USE OR ACCEPTANCE OF NASA-PROVIDED TRANSPORTATION

In the course of performing official Government business:

- a. Contractors may accompany a NASA employee in a Government vehicle, rental car, or privately-owned vehicle.
- b. Contractors are allowed to drive Government vehicles either alone or accompanying other NASA employees.

Contractors may travel on Government-owned aircraft when authorized by official Government travel orders.



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FMM 9734 HIRING OF SPECIAL CONVEYANCES

9734-1 GENERAL

The hire of commercially rented vehicles and other special conveyances (boats, taxicabs and airplanes) will be presumed to be the most advantageous method of transportation for performance of official travel only when it is determined that the use of other methods of transportation discussed in FMM 9731-5, 9733-2, and 9733-6 will not be more advantageous to NASA.

9734-2 *USE OF MOTOR VEHICLES OTHER THAN PRIVATELY-OWNED*

a. POLICY

- (1) It is NASA policy to utilize Government-Rate rental services when official transportation is not available or feasible or when Government-furnished vehicles are not readily available. The use of these services should be advantageous to NASA and not for the personal convenience of the traveler. Government-Rate Rental Automobiles will be used if available, in lieu of a commercially-rented automobile.
- (2) Government-furnished vehicles shall be used only for official purposes. Any person willfully using or authorizing the use of such vehicles for other than official purposes shall be subject to at least a 1-month mandatory suspension without pay or a longer suspension or removal if circumstances warrant (31 U.S.C 1349).
- (3) When Government-furnished and rental cars are incidentally used for non-official purposes, or for purposes defined in subparagraph f(4), below, there will be a downward adjustment of the traveler's travel reimbursement claim as set forth in FMM 9734-3.
- (4) Car rental services shall be authorized only when other means of transportation are unavailable. When officials authorize use of rental cars, consideration should be given to time limitations, the overall cost of transportation, and loss of productive time.



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- b. **DEFINITION.** For purposes of this regulation, commercial vehicles rented with a NASA credit card, Government-Issued Charge Card, or under Military Traffic Management Command (MTMC) rental contracts are not considered Government-furnished vehicles. As the term is used in these regulations, Government-furnished vehicles include any vehicle with "U.S. Government", "NASA", or "Official Use Only" markings.

c. **RESPONSIBILITIES**

- (1) **Authorizing Officials.** Officials authorizing travel are also empowered to authorize car rental service. The least expensive means should be utilized in selecting the mode of transportation when conducting official business. Authorizing officials are responsible for determining that NASA employees and others authorized to travel under NASA travel authorizations conform to the spirit and intent of these regulations.
- (2) **NASA Travelers.** There is an inherent danger that users of Government-furnished vehicles or users of vehicles rented from commercial agencies with a NASA credit card or under MTMC rental contract may use such vehicles for purposes not permitted by law or regulation or may use them in a manner reflecting discredit upon NASA. Personnel traveling for NASA shall be aware of the general responsibility in utilizing rental cars and shall be specifically responsible for the following:
- (a) Selecting the most economical type of vehicle in accordance with subparagraph e, which is suitable for the official requirements of the trip involved.
 - (b) Stating on claims for reimbursement that the type of car rental utilized was the most economical available for the official requirements of the traveler or group of travelers. This is not required where Installation procedures require that all reservations for car rentals be made by the Installation's travel or transportation office and the type of car rental used was in accordance with the reservation.
 - (c) Attaching the customer copy of the car rental agreement to the claim for reimbursement. Where special conveyances are authorized but not used, the traveler will so indicate on the claim for reimbursement.
 - (d) In order to facilitate the processing and payment of car rental bills, personnel signing car rental agreements are asked to "write in" the Travel Authorization Number assigned to the travel. This number should be entered beneath or adjacent to the signature block on the car rental agreement.



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- d. **CRITERIA.** Use of car rental services may be authorized or approved as advantageous to the Government when:
 - (a) The cost of the rented vehicle does not exceed that of a taxicab or other common carrier for comparable transportation,
 - (b) Adequate public transportation is not available,
 - (c) The duties of the assignment involve a series of appointments at different locations within an area and the use of a rental car would result in salary or per diem savings,
 - (d) Cumbersome material or property required for official business must be transported and official transportation for such is not available, or
 - (e) The place being visited is located in a remote area and common carrier or taxicab transportation is impracticable.
- e. **CAR RENTAL SELECTION.** When rental cars are required to accomplish official travel, the size, make and model selected should be the one that will most economically carry out the mission of the trip, taking into consideration such things as the number of people traveling together, the traveler's physical characteristics, ability to drive certain type vehicle, and the type of driving expected to be encountered. Within these considerations, the order of preference will be from subcompact, to compact, to sedan, and finally station wagon. Selection of a car rental service will be made in the following order of priority:
 - (1) **TDY**
 - (a) Government-Rate Rental Automobile. For definition see FMM 9712-9. Rates and guidance regarding the rental of automobiles are provided under the special flat rates negotiated by Military Traffic Management Command (MTMC). The rates have been made available to all Government travelers.
 - (b) Commercial car rental services when the use of Government-Rate Rental service provided by MTMC is not practicable, available, or feasible.
 - (2) **Local Travel.** A Government-furnished automobile is the first source when an automobile is required for official travel performed locally within the commuting distance of an employee's designated post of duty.
- f. **OFFICIAL PURPOSES.** The term "official purposes" includes, but is not limited to, the use of vehicles for:
 - (a) travel directly incidental to the performance of official business, provided, that the vehicle is not diverted from a reasonable and prudent route or from its intended purpose;
 - (b) transportation of Government documents, materials or supplies too bulky to carry on the person;



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- (c) transportation between temporary lodging and temporary duty station; and
- (d) transportation while in travel status between the temporary duty location or temporary residence and place where meals are taken, drug stores, barber shops, churches, laundries, cleaning establishments and other similar places necessary for the health and well-being of the traveler. However, when per diem in lieu of subsistence is authorized, a downward adjustment in the traveler's reimbursement claim will be made in the manner described in FMM 9734-3 if Government transportation is used for purposes other than those contained in this subparagraph. "Official purposes" does not include the use of Government-furnished or leased vehicles, commercial rental vehicles or GSA contract vehicles for personal entertainment or the visiting of friends or relatives.

g. **CAR RENTAL CREDIT CARDS**

- (1) **Use.** Car rental credit cards will be accepted by the travel office of each Installation from any established car rental service company desiring to furnish such cards to NASA. Such credit cards may be issued to NASA employees on a per trip basis. In lieu of issuing a credit card, NASA travel and/or transportation offices may issue a single use rental authorization ticket in those instances where billings are received from the car rental company on a centralized basis. Travelers are required to return such credit cards or unused car rental authorization tickets to the issuing office upon completion of the trip. Travelers are authorized the use of car rental credit cards only when renting a car for official business purposes.
- (2) **Loss of Credit Card.** Employees are required to report the loss of a car rental credit card or car rental authorization ticket to the issuing Installation's travel office immediately upon discovery of the loss. Failure to do so may cause the employee to whom the NASA credit card or rental authorization ticket was issued to be liable for costs incurred as a result of the unauthorized use of the card.

- h. **PAYMENT OF OPERATING EXPENSES.** If the hire of a special conveyance requires the traveler to pay incidental expenses such as gasoline or oil, rent of garage, hangar or boathouse, subsistence of operator, tolls, etc., such expenses should be paid, if practicable, by the company furnishing the conveyance or the company's operator. Employees are expected to purchase gasoline at commercial stations such as (Exxon, Shell, Gulf, etc.) in lieu of making purchases at rental car contractor lots; the differential in the cost between commercial stations and rental car contractor lots is at least 80 cents per gallon in most instances.



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9734-3 *ADJUSTMENT OF TRAVEL CLAIMS*

- a. Employee travel claims shall be adjusted downward when using Government-furnished, rental, or privately-owned automobiles in the following circumstances:
 - (1) When the traveler is authorized per diem in lieu of subsistence and uses a Government-furnished, rental, or a privately-owned automobile determined to be advantageous to the Government for any unofficial purpose (see FMM 9734-2f for official purposes); or
 - (2) When the traveler has utilized a Government-furnished, rental, or privately-owned automobile for any personal purpose. Travelers shall take appropriate action as indicated in the subparagraphs b through e, below.
- b. **GOVERNMENT FURNISHED AUTOMOBILE.** When a traveler is authorized per diem in lieu of subsistence and uses a Government-furnished automobile for any unofficial reason (see FMM 9734-2f for official purposes) or for any personal purpose, a deduction in the travel claim will be processed by one of the following methods:
 - (1) When the cost of operating the Government-furnished automobile is calculated by a mileage rate, the traveler shall reduce the claim for reimbursement by an amount equal to the total miles used for the subject purposes multiplied by the rate per mile. Where a mileage rate is not known, a deduction of 18 cents per mile shall be used to reduce the claim.
 - (2) When the cost of renting the vehicle is on a daily rate basis, the traveler shall reduce the claim for reimbursement by the cost of gasoline used for the particular purposes.
- c. **RENTAL VEHICLES.** When a NASA traveler uses a rental car for personal or unofficial purposes (see FMM 9734-2f for official purposes), the traveler will reduce the amount of the reimbursement claim for the amount equal to the excess cost to the Government in accordance with subparagraph b, above. Also, any portion of the rental cost that is used for these purposes should be deducted from the reimbursement claim by the traveler. NASA employees, or others traveling for NASA, are not authorized to secure a commercial rental vehicle in the name of NASA for purely personal use. In those instances when a vehicle is rented prior to the time needed to conduct official business, or is retained after the completion of official business, the vehicle will be rented in the name of the traveler for the period of personal use. A separate rental agreement will be signed for the official business portion of the rental vehicle usage.



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- d. **PRIVATELY-OWNED CONVEYANCE ADVANTAGEOUS TO GOVERNMENT.** When a NASA traveler uses a privately-owned conveyance under a determination that it is advantageous to the Government in performance of temporary duty travel, mileage will not be allowed for use of the automobile for any unofficial purpose or for personal reasons (see FMM 9734-2f for official purposes). The traveler shall reimburse the Government by way of voucher deduction by the same methods utilized for Government-furnished automobiles as stated in paragraph a above. Accordingly, travel claims requesting mileage reimbursement for travel performed by privately-owned automobile as advantageous to the Government will comply with the provisions of subparagraph e below.
- e. **STATEMENT REQUIRED BY TRAVELER.** Each traveler shall determine the excess cost to the Government for personal use under subparagraph a, b, c, and d above. This cost could include the rental rate, per mile charge, and when furnished by the traveler, the cost of gasoline. The traveler is required to complete the following statement, if excess cost to the Government, has been incurred.

Certificate of Personal Use

Of the (a) total miles, (b) cost of gasoline, or (c) the daily rental cost claimed or reported, the (a), (b), or (c) was not related to the official uses specified in FMM 9734-2f, but instead was for personal travel.
Claim reduced \$_____.

- f. **LIABILITY FOR RESERVED VEHICLES UNUSED.** Any charges billed to NASA due to the failure of a traveler to either use a reserved vehicle or to cancel such reservations when it became known that the vehicle would not be required, shall be billed to and collected from the traveler, unless conditions exist which are beyond the control of the traveler. A satisfactory explanation will be required in each instance where a charge is received for an unused or unclaimed rental vehicle.

9734-4 COLLISION AND LIABILITY INSURANCE

- a. **PROHIBITION AGAINST PAYMENT OF INSURANCE.** It is the policy of the Government not to pay to commercial car rental companies nor to reimburse travelers for the cost of collision damage waiver or collision damage insurance available in commercial rental contracts for an extra fee. NASA employees who indicate acceptance of the collision damage waiver fee shall be liable for the cost of such insurance.



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- b. **PAYMENT OF DAMAGES TO COMMERCIAL RENTAL VEHICLE.** In those instances where damage occurs while such vehicle is being used for official purposes (see FMM 9734-2f) and being driven by authorized travelers or otherwise considered to be in the traveler's possession, the traveler shall request the rental company to submit the bill for damages directly to the employee's official duty station. Payment for damages may be made in an amount up to the deductible amount on the insurance included as a part of the rental contract without additional charge upon approval by the Financial Management Officer (see NMI 9730.1).
- c. **RESPONSIBILITY OF EMPLOYEE.** Where damage to an authorized rental vehicle does occur, the traveler shall include a report with the travel voucher. This report will be in sufficient detail to resolve the questions of "How," "When," and "Where." Travelers are also responsible for initiating NASA Form 1512 when a claim is asserted by the car rental company.
- d. **REIMBURSEMENT FOR PAYMENT OF COLLISION DAMAGE CLAIMS.** When a NASA traveler is required to pay for damage to an authorized commercial rented automobile from personal funds, the traveler may be reimbursed in an amount up to the amount deductible on the insurance included as a part of the rental contract without additional charge. Should NASA travelers be required to pay for damages to an authorized rented vehicle, the traveler will follow the provisions of subparagraph c above including evidence of the amount paid. For more specific instructions, please see NMI 9730.1, and NASA Form 1512.
- e. **REPORTING VEHICLE DEFECTS.** Travelers authorized car rentals under existing GSA contracts should be advised that, in addition to reporting complaints to GSA regional offices, the complaints should also be noted on the rental agreement form when the vehicle is returned. This is to ensure that subsequent inquiries from the GSA region responsible for the particular contract can be verified from the contractor's records.
- f. **EXCEPTIONS TO PROHIBITION AGAINST PAYMENT OF INSURANCE APPLICABLE TO FOREIGN AREAS ONLY:**
 - (1) Travelers may be reimbursed for the cost of collision damage waiver or collision damage insurance for rental of leased vehicles in foreign areas where such insurance is a requirement. (Excludes U.S., the Commonwealth of Puerto Rico, the Canal Zone, or the U.S. Territories and Possessions.)
 - (2) Travelers may be reimbursed when required for the cost of trip insurance purchased in connection with the operation of Government-furnished or privately-owned vehicles in foreign countries. (See exclusions of areas in f(1) above).



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Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver and impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom. (For domestic restrictions see FMM 9772-6).

9734-5 *ADDITIONAL OCCUPANTS*

When an employee of NASA travels by special conveyance with another NASA employee or with an employee of another U.S. Government agency, that fact, together with the names of persons accompanying the employee, and the name of the employing agencies, must be stated on the travel voucher.

9734-6 *HIRE OF PRIVATELY-OWNED CONVEYANCE*

Charges for the hire of a conveyance of another U.S. Government employee, of a member of the traveler's family, or a member of the family of another U.S. Government employee will not be allowed in the absence of a satisfactory statement showing:

- a. that the conveyance was not procured because of such personal or official relationship, and
- b. that the member of the family furnishing the conveyance was not dependent upon the traveler for support.

The material facts must be reported on the travel voucher or in a statement attached thereto.



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FMM 9735 OTHER INCIDENTAL TRANSPORTATION

9735-1 GENERAL

This section sets forth guidelines for the proper use of taxicabs and other incidental means of transportation.

9735-2 USE OF TAXICABS

- a. **FOR LOCAL TRAVEL.** Prior to using taxicabs, NASA employees should utilize available Government or common carrier transportation services when they are obtainable for all or part of the distance involved.
- b. **TO OR FROM TERMINALS.** Prior to using taxicabs, NASA employees shall utilize, to the maximum extent possible, available courtesy, Government, or common carrier transportation, including airport limousine service for all or part of the distance involved for travel:

- (1) Between a common carrier or other terminal and the employee's home or place of business, and
- (2) Between an airport and airport limousine terminal.

Sources of available ground transportation services can be found in the Federal Travel Directory published by GSA monthly. For services provided at NASA Installations, see FMM Appendix 9721-14A.

- c. **TO AND FROM OFFICE.** On the day an individual traveler departs on an official trip requiring at least one nights lodging, reimbursement may be authorized for the taxicab fare plus tip from their residence to their office; conversely, on the day they return from official travel, they may be authorized reimbursement for the taxicab fare plus tip from their office to their residence.
- d. **TEMPORARY DUTY STATION.** Reimbursement for the cost of taxicabs used at a temporary duty station for any official purpose other than that prescribed in subparagraph b must be authorized or approved as a special conveyance determined to be advantageous to the Government.
- e. **TIPS.** The amount of tip allowable for taxicab fares shall be as follows:
 - (1) When the fare is \$1 or less: \$0.15
 - (2) When the fare exceeds \$1: 15% of the fare

If 15% of the fare is not a multiple of 5, it will be increased to the next multiple of 5.



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- f. **EXPENSES OF TRAVEL IN SECURING OF MEALS AT TEMPORARY DUTY STATION.** Where the nature and the location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expense of daily travel required to procure meals at the nearest available place will be considered necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel must accompany the travel voucher. In these cases the deduction required by FMM 9734-2a(3) will not be made.

9735-3 USE OF TAXICABS AT TEMPORARY DUTY STATION

Taxicabs are considered special conveyance when they are utilized outside the official duty station for transportation between place of lodging and place of business or between places of business. Air taxi service may be secured when it is determined advantageous to the Government.

9735-4 USE OF BUSES OR STREETCARS AT TEMPORARY DUTY STATION

Transportation by bus or streetcar between places of business at a temporary duty station, and between place of lodging and place of business at a temporary duty station, will be allowed as a transportation expense.

9735-5 USE OF AIRPORT LIMOUSINE SERVICE

Employees in a temporary duty travel status will utilize airport limousine service between an airport and airport limousine terminal where such service is available and its use is practicable.

9735-6 USE OF PUBLIC OR SPECIAL CONVEYANCES FOR LOCAL TRAVEL AT THE PERMANENT DUTY STATION

- a. **TRANSPORTATION ALLOWABLE.** The use of taxicab, rental automobile, bus, streetcar, or other public conveyance for official business is allowable for local transportation between places of duty and business or between places of business at and in the vicinity of the permanent duty station. Except for the use of bus or streetcar facilities, a determination of advantageous to the Government is required before such transportation can be authorized or approved at Government expense. Except as authorized in subparagraph b below, the use of taxicabs, or special conveyances will not be authorized or approved when Government transportation is available.



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b. **USE OF TAXICABS INCIDENT TO OFFICIALLY ORDERED WORK OUTSIDE REGULAR SCHEDULED WORK HOURS** (see Comp. Gen. 58 CG 188)

(1) **Criteria.** Reimbursement for taxicab fare plus tip for travel between the employee's office and residence may be authorized or approved where such use is incident to the conduct of official business at the employee's designated post of duty provided the following conditions are met:

- (a) The employee is dependent upon public transportation between office and residence because of the work performed outside of regular hours of work;
- (b) The employee has been officially ordered to work outside of regular working hours; and
- (c) The employee's travel is during hours of infrequently scheduled public transportation or during hours of darkness.

c. **Administrative Controls.** Reimbursements are to be authorized or approved only when determined justifiable and the employee concerned has been ordered to work outside of regular working hours by an official delegated the authority to order such work in accordance with the provisions of paragraph 6 of NMI 3550.1_. Each NASA Field Installation will establish such internal administrative controls as are deemed necessary to insure that reimbursements are authorized or approved only when justified and when all of the circumstances set forth in subparagraph (1) are met.

d. **Reimbursement.** Requests for reimbursement for taxicab fares paid by employees for travel from office to residence under the provisions of this paragraph will be made on SF 1164 and may be approved for payment at a sufficiently high level to insure that all the circumstances in subparagraph FMM 9735-6b(1) have been met.

The appropriateness of reimbursement for taxicab fares under this paragraph will be considered on an individual case basis. The location of the duty point, the employee's residence, and the time worked, together with other factors, will be considered in each case.

e. **Exclusion.** The provisions of this paragraph do not apply to employees who remain at work after regular working hours on a voluntary basis or whose scheduled working hours include overtime worked in accordance with the provisions of paragraph 7 of NMI 3550.1_.



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FMM 9736 BAGGAGE ALLOWANCE

9736-1 *FREE CHECKABLE BAGGAGE*

- a. **GENERAL.** The rules governing free baggage allowances and charges for excess baggage are outlined in the carrier's tariffs. There is variance among the carriers. Weight limitations on free checkable baggage for the different modes of travel are as stipulated in subparagraphs b and c below.
- b. **RAIL OR BUS.** By rail or bus, normally, 150 pounds on each full-fare ticket and 75 pounds on each half-fare ticket is allowed for travel wholly within the continental United States or 350 pounds on each full-fare ticket and 175 pounds on each half-fare ticket is allowed if the travel is in connection with transoceanic shipment.
- c. **COMMERCIAL AIRCRAFT**
 - (1) **Travel Within Continental United States.** The free checkable baggage is applicable to employees performing official travel within continental United States. Generally most domestic carriers authorize free baggage allowance based on the number of pieces concept as opposed to weight. Carriers who have adopted the number of pieces concept apply this concept to both permanent duty and temporary duty traffic. Under the "piece" concept, the air carrier will transport, free of charge, three pieces of luggage not to exceed certain overall dimensions, two pieces may be checked plus one may be carried aboard if it is capable of being stowed under the passenger's seat. Under the "piece" baggage plan, carriers tariffs prescribe different dimensional limitations and conditions with regard to pieces of checked baggage and unchecked "carry-on" baggage allowable as free baggage. Carrier tariffs should be consulted.
 - (2) **Travel Outside Continental United States.** Free baggage allowances for travel to or from or between overseas points vary, but in general, carriers will allow the following:
 - (a) **U.S. Flag Carriers (Including Conventional First Class, Coach or Tourist Class and Category Z).** Two pieces may be checked and one piece may be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carriers' tariffs.
 - (b) **Foreign Flag Carriers.** Sixty-six pounds are allowed when traveling in first-class accommodations; 44 pounds when traveling in coach or tourist accommodations.



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9736-2 UNACCOMPANIED BAGGAGE IN CONNECTION WITH PERMANENT DUTY TRAVEL

- a. **GENERAL.** Unaccompanied baggage is as defined in FMM 9712-9 under "Baggage." Express and freight shipments will be made on Government bills of lading unless such handling will interfere with the official purpose of the trip or is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.
- b. **WEIGHT ALLOWANCE OF UNACCOMPANIED BAGGAGE.** Except as provided in subparagraph d, below, the unaccompanied baggage weight allowances of employees or dependents are 350 pounds net weight for each adult and 175 pounds net weight for each child under 12 years of age.
- c. **SHIPMENT OF UNACCOMPANIED BAGGAGE.** Except as provided in subparagraph d, below, shipment of unaccompanied baggage will be made by the least costly mode of transportation that will fully meet the needs of the employee or dependents. Prior to the scheduled date of beginning travel, employees or dependents will be advised to contact the concerned transportation officer as soon as possible, or otherwise arrange, for the advance movement of necessary unaccompanied baggage needed upon arrival at destination. This should be accomplished to preclude or minimize the requirement for expedited mode for the movement of such baggage.
- d. **SHIPMENT OF UNACCOMPANIED BAGGAGE BY AN EXPEDITED MODE TO, FROM, AND BETWEEN OVERSEAS STATIONS**
 - (1) **Travel by Air.** Subject to the conditions in subparagraph (3), below, the unaccompanied baggage of employees or dependents traveling by air to, from, or between overseas duty stations may be moved by an expedited mode from the old official station to the new official station. The total amount of unaccompanied baggage that may be moved by air is limited to the allowable amounts prescribed in subparagraph b, above, except the total aggregate amount may not exceed 1,000 pounds net weight. This authority for shipment by air as an expedited mode will not be used when employees are performing renewal agreement travel except in cases where an additional tour of duty is to be served at an overseas duty post in another overseas area.



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- (2) **Travel by Modes Other Than Air.** Subject to the conditions in subparagraph (3), below, the unaccompanied baggage of employees or dependents traveling by modes other than air to, from, or between overseas duty stations may be moved by an expedited mode from the old official station to the new official station. Movement of unaccompanied baggage by air as an expedited mode is limited from the old duty station to the appropriate port of embarkation and may be authorized in order to meet the departure time of the commercial or Government transportation used for travel of the employee or dependent. The amount of unaccompanied baggage that may be moved under this subparagraph will be the allowable amounts prescribed in subparagraph b, above.
- (3) **Conditions.** Unaccompanied baggage may be shipped by an expedited mode under any of the following conditions:
- (a) when shipment by the lowest overall cost mode cannot provide the required service,
 - (b) when the employee certifies that the unaccompanied baggage is necessary to carry out the assigned duties,
 - (c) when it has been determined by the transportation officer that an expedited shipment is necessary to prevent undue hardship to the employee and/or dependents.

9736-3 *EXCESS BAGGAGE*

Baggage in excess of the weight, size, or number of pieces that is carried free by transportation companies will be classified as excess baggage. Excess baggage does not include pets. When less than first class accommodations are used, transportation of baggage up to the number of pieces or weight carried free on first-class service will be allowed at Government expense. In all other instances, excess baggage charges will be allowed only when authorized or approved by the cognizant transportation officer. In the case of domestic air travel only, when excess baggage is authorized, the traveler will be required to pay cash for excess baggage charges up to and including \$15, plus tax, for each leg of the trip, subject to reimbursement. A leg of a trip is considered to be the distance between permanent duty stations, from a permanent to a temporary duty station, from a temporary to a permanent duty station, between temporary duty stations, and from or to a port in the United States. When excess baggage charges (domestic air travel) exceed \$15, plus tax, the excess baggage service may be authorized on the transportation request. Any item of expense for excess baggage charges will be disallowed in its entirety when an employee's voucher is not supported by a receipt or a statement as to why one was not obtained.



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9736-4 *RELATIONSHIP TO HOUSEHOLD GOODS WEIGHT ALLOWANCE*

- a. **FREE CHECKABLE BAGGAGE.** Allowances for free checkable baggage stipulated in FMM 9736-1 are in addition to household goods weight allowances.
- b. **EXPEDITED SHIPMENTS.** The weight of expedited shipments will be a part of the maximum weight allowance for household goods when permanent duty travel is involved.
- c. **EXCESS BAGGAGE.** When excess baggage is allowed in connection with permanent duty travel, except in connection with renewal agreement travel, the excess weight will be a part of the maximum weight allowable for household goods. If the baggage moves as accompanied baggage, the authorized excess amount will be treated as gross weight. If it is shipped as unaccompanied baggage the authorized excess amount will be considered as net weight.
- d. **UNACCOMPANIED BAGGAGE.** The weight of any unaccompanied baggage shipped or transported by any mode, at Government expense, will be considered a part of the household goods weight allowance when permanent duty travel is involved.

9736-5 *RENEWAL AGREEMENT TRAVEL*

The maximum baggage allowance that may be authorized at Government expense for employees and dependents returning to place of actual residence for the purpose of taking leave between overseas tours of duty will not exceed 350 pounds for each eligible adult and 175 pounds for each dependent under 12 years of age when travel is performed by ship. When travel is performed over ocean by air, the maximum baggage weight allowance that may be authorized at Government expense will not exceed 100 pounds per person (excluding free checkable baggage). If the baggage moves as accompanied baggage, the authorized amount will be considered as gross weight. If it is shipped as unaccompanied baggage, the authorized amount will be considered as net weight. Directors of Field Installations will hold baggage weight authorization to a minimum on an individual basis consistent with the trip requirements. Subject to the total weight limitation, baggage that cannot be transported free on the passenger ticket may be authorized in the travel order for shipment at Government expense to, from, and between ports of embarkation. The shipment of household goods at Government expense as baggage is prohibited in connection with renewal agreement travel. Baggage allowance will be limited to personal clothing and articles necessary for the trip.



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9736-6 *UNACCOMPANIED BAGGAGE OF STUDENT DEPENDENTS PERFORMING EDUCATIONAL TRAVEL*

A student dependent of a civilian employee in a foreign area or the Panama Canal Zone, performing authorized travel at Government expense to or from a school, pursuant to the provision of FMM 9764-11, is authorized shipment not in excess of 350 pounds net weight of unaccompanied baggage. Shipment will be made by the least costly mode of transportation that will fully meet the needs of the student dependent. No items such as household goods, automobiles, or foodstuffs will be shipped to or from the United States at Government expense.

9736-7 *STOPPAGE OF BAGGAGE IN TRANSIT*

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on unused portion of ticket, full explanation of the facts should be made to the transportation officer who issued the transportation request at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess cost to the Government being charged to the employee.

9736-8 *UNACCOMPANIED BAGGAGE IN CONNECTION WITH EXTENDED TEMPORARY DUTY ASSIGNMENTS*

- a. Unaccompanied baggage may be authorized or approved when justified in connection with extended temporary duty for 30 days or longer. This allowance applies only to travel that is performed using the following modes of transportation: (a) airplane, (b) railroad, (c) bus, or (d) boat for travel between the individual's permanent duty station and the extended temporary duty station.
- b. The authorized maximum allowable amount of unaccompanied baggage to be transported is 350 pounds or the carrier's minimum weight threshold, not to exceed 1,000 pounds. In no circumstances will more than 1,000 pounds be authorized at Government expense. All shipments will be made utilizing a Government bill of lading. Excess baggage as defined in FMM 9736-3 will not be authorized in conjunction with, or in addition to, an unaccompanied baggage shipment authorized under this paragraph. The provisions in FMM 9736-2 will apply with regard to responsibility for shipping and the mode selected for transportation. Under no circumstances will unaccompanied baggage be authorized when the use of a privately-owned vehicle is authorized.



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9736-9 MISCELLANEOUS EXPENSES IN CONNECTION WITH BAGGAGE

- a. **TRANSFER OF BAGGAGE.** Necessary charges for the transfer of baggage will be allowed not to exceed local rates. Necessity for the transfer of hand baggage must be explained.
- b. **STORAGE OF BAGGAGE.** Charges for the storage of baggage will be allowed when it is shown that such storage was solely because of official business or that a saving of transfer charges was effected thereby.
- c. **CHECKING BAGGAGE.** Charges for checking baggage will be allowed, not to exceed the customary local rates.
- d. **REDCAP AND SKYCAP CHARGES.** Redcap and skycap charges for handling personal baggage at transportation terminals are expenses of travel payable out of per diem allowances and are not items for separate reimbursement. However, charges or tips at transportation terminals for handling Government property carried by the traveler will be allowed for separate reimbursement. When dependents are not authorized per diem while traveling at Government expense, redcap and skycap charges may be allowed for handling their personal baggage when travel is unaccompanied by the sponsor. When dependents are traveling with the sponsor under such circumstances, redcap and skycap charges may be allowed for handling that portion of dependent's personal baggage which cannot be handled by the sponsor.
- e. **CHARGES FOR HANDLING GOVERNMENT PROPERTY AT HOTELS/MOTELS.** When an employee shows that a separate or additional charge was incurred by reason of the handling of Government property at a hotel/motel, such expense is reimbursable as a transportation expense.
- f. **GOVERNMENT EXCESS BAGGAGE AUTHORIZATION/TICKET (GEBAT).** These tickets are issued to travelers by the airlines based on an authorization contained in each GTR (Standard Form 1169). The authorization and payment of the cost of transporting excess baggage is contained in FMM 9736-3. To minimize the document processing inherent in the GEBAT procedure, GAO agreed to a test procedure whereby charges for the air transportation of excess baggage of Government travelers could be billed by the carrier that actually furnished the service rather than by the carrier to whom the Government transportation request was issued. Consequently, billings will be received in accordance with each air carrier's accounting system.